

RECORDS

Approved For Release 2000/09/08 : CIA-RDP72-00450R000100200019-0

MANAGEMENT

~~CONFIDENTIAL~~

(classification)

CONFERENCE

BACKGROUND OF RECORDS MANAGEMENT OFFICERS

1. NAME [REDACTED] 25X1A9a		2. POSITION TITLE Records Admin. Officer	3. OFFICE O/DD/S&T
4. IMMEDIATE SUPERVISOR			
NAME [REDACTED] 25X1A9a		BUILDING Headquarters	ROOM 6E-38
TITLE Chief, Administrative Support Staff		OFFICE O/DD/S&T	
5. ACTIVE ELEMENTS OF YOUR RECORDS PROGRAM			
<input checked="" type="checkbox"/>	FORMS MANAGEMENT	<input checked="" type="checkbox"/>	VITAL RECORDS SCHEDULES AND DEPOSITS
	CORRESPONDENCE IMPROVEMENT	<input checked="" type="checkbox"/>	RECORDS CONTROL SCHEDULES
	REPORTS CONTROL	<input checked="" type="checkbox"/>	RECORDS RETIREMENT ACTIVITIES
<input checked="" type="checkbox"/>	FILE SYSTEMS	<input checked="" type="checkbox"/>	MAIL OPERATIONS
<input checked="" type="checkbox"/>	FILE EQUIPMENT AND SUPPLIES	<input checked="" type="checkbox"/>	SUPPLEMENTAL DISTRIBUTION
<input checked="" type="checkbox"/>	RECORDS SURVEYS		OTHER RECORDS MANAGEMENT SERVICES (specify)
<input checked="" type="checkbox"/>	REGULATORY ISSUANCES		
	AUTOMATION DEVELOPMENT	NEW	EXISTING
6. OTHER OFFICE RESPONSIBILITIES (list them in general terms) Chief, DD/S&T Registry DD/S&T Area Top Secret Control Officer Alternate Distribution Officer			
7. PERCENT OF TIME SPENT ON RECORDS PROGRAM ACTIVITIES ..... 8 HOURS PER WEEK SPENT ON RECORDS PROGRAM			
8. RECORDS MANAGEMENT EXPERIENCE (From present to the past)			
FROM - TO	GRADE	POSITION OR DUTIES	COMPONENT
1962 - 1967	10	Records Admin Officer & Chief, Registry Br.	O/DD/S&T
1963 - 1967		Records Admin Officer	ORD/DD/S&T
1963-1967		Records Admin Officer	OEL/DD/S&T
1964-1967		Records Admin Officer	FMSAC/DD/S&T

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OCTOBER 1967

FORM 2900A

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RECORDS PROGRAM TRAINING			
9. NATIONAL ARCHIVES & RECORDS SERVICES AND/OR OTHER EXTERNAL TRAINING	COMPLETED	YES NO	YEAR
RECORDS MANAGEMENT Seminar (2 weeks)		X	1963
FORM AND GUIDE LETTERS			
CORRESPONDENCE MANAGEMENT			
SPEEDING THE MAIL			
FORMS ANALYSIS AND DESIGN			
FORMS IMPROVEMENT			
FORMS FOR AUTOMATION			
DIRECTIVES SYSTEMS IMPROVEMENT			
HOW TO IMPROVE WRITTEN INSTRUCTIONS			
MODERNIZING MANAGEMENT REPORTS			
OFFICE INFORMATION RETRIEVAL			
FILES IMPROVEMENT			
RECORDS DISPOSITION			
SOURCE DATA AUTOMATION		X	1966
MECHANIZING PAPERWORK SYSTEMS			
MANAGING AN OFFICE MACHINE PROGRAM			
OTHER (list) American University Off - Campus			
1. Planning and administration of a Records Program: Creation (one semester)		X	1964
2. Management of Institutional Records Systems II (one semester)		X	1965
10. INTERNAL TRAINING ON RECORDS MANAGEMENT			
11. AUTOMATION TRAINING (Internal or External)			

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